

~~FILED~~ *Records*
RETURN TO 4-2

25X1A9a

RECORDS SERVICES DIVISION

Mr. [REDACTED]
Chief, Administrative Staff/OTR

15 April 1954

Chief, Records Management Division/MS

Selection of Area Records Officer

In accordance with your recent request I am forwarding the folders of four individuals for your consideration as an Area Records Officer for the Office of Training. Attached is a summary of the background and experience of each. Before making a selection I would suggest that you discuss the relative merits of each individual with their respective supervisors. With assistance as necessary from our staff, I am sure that any one of these men can establish and operate a Records Management Program for your office.

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Attachment

MS/RMD/TLS:ms

[Signature]
4/15/54

*Folders not sent.
Looked at in this office.
EW*